

## MENDON AFFORDABLE HOUSING COORDINATOR

Job applications can be obtained at the Mendon Town Clerk's Office. Applications must be in the Board of Selectmen's Office by 3 pm Thursday, May 31, 2012. Write on envelope with application: "Attention: Affordable Housing Coordinator position." Mail applications to: Board of Selectmen, 20 Main Street, Mendon, MA 01756 or drop off with the BOS Administrative Clerk or Town Clerk.

**Job Title:**

Mendon Affordable Housing Coordinator

**Hours:**

Part-time, flexible hours 20 hours/week, for duration of one year with possible extension

**Compensation:**

A stipend of \$1,500/month to accomplish the job requirements, with the flexibility as to when the hours are worked to coordinate with meetings (evening meetings when necessary), town hall hours and appointments etc.

**Job Description:**

To perform professional, technical, and administrative work to provide and coordinate support services for affordable housing-related programs, projects and activities, and all other related work as required. The Affordable Housing Coordinator is responsible for administrative duties assigned through the Community Preservation Committee.

**Reporting to:**

The Community Preservation Committee (CPC) who will keep the Selectmen updated on all projects.

**Duties:**

- To meet with the CPC on a monthly basis, or as needed
- To be knowledgeable of the latest local, state and federal housing regulations, guidelines and related programs with regard to affordable housing projects.
- To develop a Housing Production Plan for Mendon for a proactive strategy in planning affordable housing and housing needs of Mendon residents.
- To investigate setting up a functional Mendon Affordable Housing Committee and to coordinate efforts with the Mendon Housing Authority.
- To develop a working system where the affordable housing units and applicants could be monitored for state compliance.
- To investigate creative solutions to affordable housing options by attending meetings/conferences (Housing Coordinator and Planning Network meetings), networking with other Affordable Housing Coordinators and utilizing other resources.

- To investigate sources of funding to match the CPA Affordable Housing funds by searching government programs, applying for grants, meeting with other groups to coordinate mixed-use projects and using other methods to obtain supplemental funds for Mendon affordable housing programs.
- To work with the Mendon Bylaw Committee on the Accessory Apartment bylaw, which includes a component to allow for affordable housing apartments, investigate an inclusionary bylaw and other potential bylaws.
- To make presentations at Mendon Town Meetings, televised Board of Selectmen meetings and other groups to explain and promote affordable housing programs.
- To be able to effectively use computers, the Internet, spreadsheet programs, Powerpoint or other presentation programs, other standard office equipment and drive a car.
- To communicate public relations and other information on the program through the town website, email, newspapers and other methods.
- To develop a good working relationship with town employees and volunteers who serve on the various committees, including the Selectmen, Board of Health, Zoning Board of Appeals, Council on Aging and Planning Board.

**Recommended Minimum Qualifications:**

Bachelor's degree in related field, computer literacy and experience in managing municipal programs